



## SEVIS Batch Processing Rules for Schools

This is a brief list of rules for schools to consider when preparing to use the Student and Exchange Visitor Information System (SEVIS) batch interface to transmit data to SEVIS. Please refer to the Interface Control Document (ICD) for SEVIS for comprehensive technical information.

- Register for the batch process through SEVIS Real-Time Interactive (RTI) before attempting to use the batch interface. Schools that have not registered will not be permitted to use the batch interface functionality.
- Test the validity of your batch XML document before using the batch interface. Testing the validity of your XML document will ensure that you are prepared to create correctly formed batch files. A document identifying the process to test school schemas will be posted on the SEVIS Web site when this test capability is available.
- Always include the following fields in each individual record in the batch XML document created for upload to SEVIS:
  1. A unique ID (unique to the records in that file)
  2. The SEVIS User ID of a valid, active PDSO/DSO  
(See the ICD for additional details)
- Always use the current SEVIS XML schema when creating your batch XML document for upload. The entire batch file will be rejected if it does not conform to the current SEVIS XML schema.
- Maintain the SEVIS ID of each student and dependent. When you access the batch processing results, update your records with the new SEVIS ID of each student/dependent created. SEVIS requires the SEVIS ID to update an existing student/dependent record.
- Always use current SEVIS code (lookup) tables when creating or updating student/dependent records using the batch interface. Records containing invalid codes will not be processed. SEVIS codes (lookup) tables will be posted on the SEVIS Web site.
- The batch upload and download processes must be initiated from the machine on which the VeriSign® digital certificate resides. The batch XML document cannot be authenticated if the upload is not initiated from the machine on which the certificate resides.
- A VeriSign® Class 1 digital certificate must be used utilizing at least 128 bit encryption.
- Download the batch processing results the day after the XML document was transmitted. The system will delete the file containing the results if it is not downloaded within 96 hours after the file was created.
- A school may use vendor software to create the XML document to be transmitted. However, the school must initiate the transmission from their physical location.
- A valid school code is required to initiate a download file request.
- The student and dependent data must be physically located at the school location.

- Third parties may not be the source of a batch file upload or download.
- Do not submit a batch XML document containing information from multiple campuses or schools. A batch data file may only contain student/dependent records pertaining to a single campus or school (a single 15-digit SEVIS school code).
- Do not upload the same file multiple times. Once a create record for a student/dependent has been processed by SEVIS, a duplicate create will fail. Once an update is processed by SEVIS, a duplicate update may not be successful.
- If any records in a file were not processed due to processing error(s), extract the erroneous records and send them in a separate file. Do not simply correct the erroneous records and upload the same file again, as the records that were successfully processed the first time will result in errors.
- Make sure that each batch ID is a number that increases in value with each new submission. If the value of a batch ID provided by the school is not higher than the previous batch ID from that school, SEVIS will not accept the XML document.
- The SEVIS User IDs included in each record in the XML document will be printed on the I-20 PDF form, assuming the form is requested. Ensure that all SEVIS User IDs provided in the XML document are active users within SEVIS. If any SEVIS User IDs provided in the XML document are not valid, the record will not be processed.
- Do not attempt to modify an I-20 generated through the batch process. If there is incorrect data on the I-20, either:
  1. Correct the data through SEVIS RTI and reprint the I-20 in RTI.
  2. Correct the data through the batch process and request printed I-20s.